

## 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Kimpton Parish Council in order to carry out a service to other members for purposes connected with the Parish Council. We will only share your data with third parties outside of the parish with your consent.

## 6. How long do we keep your personal data<sup>1</sup>?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records".

Specifically, we retain electoral roll data while it is still current and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (funerals if applicable) permanently. Names and addresses of Next-of-kin after funerals are kept for up to six years

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Kimpton Parish Council holds about you;
- The right to request that the Kimpton Parish Council corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Kimpton Parish Council to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact The Parish Clerk, The Parish Office, The Fairground, Weyhill, Andover SP11 0QN.

You can contact the information Commissioners Office on 0303 123 1113 or via email; <https://ico.org.uk/global/contact-us/email> or at the Information Commissioners Office, Wycliff House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Kimpton Parish Council Data Control Representative:  
Mr Richard Waterman (details below on the Consent Form.